



Constructing HQDA and Command Office Symbols

Records Management and Declassification Agency
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Army Headquarters Services
<http://www.oaa.army.mil/ahs.aspx>
Usarmy.pentagon.hqda-oaa-ahs.mbx.front-office@mail.mil



Office Symbols



History

- Originally, office symbol policy was contained in AR 340-9, Office Symbols.
- AR 340-9 was rescinded in 1997 and construction procedures were incorporated into AR 25-1, Chapter 8.
- AR 25-59 was developed in Dec 04 and prescribes policies, procedures and responsibilities for the management and construction of office symbols.
- Current version, 14 August 2007.
- Publication has been revised and is currently in armywide staffing.





Office Symbols



- Office Symbols are used to:
- Identify the originators of correspondence; and denote the placement of an organization within the Army structure for historical and records purposes.
- Properly constructed office symbols are necessary to obtain approved office records lists (ORLs) and fully utilize and accurately file records in the Army Records Information Management System (ARIMS).





Office Symbols



- Office Symbols are standardized, consisting of commonly used letter designations that are easily recognized.
- Examples:
 - SASA – Secretary of the Army
 - ATCG – Commanding General, U.S. Army Training and Doctrine Command
 - AFCS – Chief of Staff, U.S. Army Forces Command
 - ARNO-CG – Commander, U.S. Army North
 - MCCG-EO – Equal Opportunity Office, U.S. Army Medical Command
- Only letters of the alphabet will be used.





Office Symbols



- RMDA is the approval authority for Army Secretariat, Army Staff, and associated staff support agencies and field operating agencies, Army Commands, Army Service Component Commands and Direct Reporting Units.
- RMDA offers assistance to all Army commands to ensure regulatory compliance, uniformity, and accurate reflection of organizational alignment.
- All approved Army office symbols must be entered into the Army Addresses and Office Symbols Online (AAO) database:
<https://www.rmda.army.mil/AAO/Welcome.aspx>.





Office Symbols



Example of constructing an HQDA office symbol

HQDA	Agency	Directorate	Division	Branch	Office symbols
DA	DCS, G-1	Plans, Resources & Operations Directorate	Plans & Integration Division	Combat Arms Branch	
	PE				DAPE
		-PR			DAPE-PR
			P		DAPE-PRP
				-CA	DAPE-PRP-CA

Example of constructing an HQDA Field Operating Agency office symbol

HQDA	Agency	Directorate	Division	Branch	Office symbols
PE	DCS, G-1	Personnel Management Directorate	Resource Management Division	Manpower Management Branch	
	CP				PECP
		-MP			PECP-MP
			R		PECP-MPR
				-MM	PECP-MRP-MM





Office Symbols



Example of constructing a command (two letter designator) office symbol

ACOM	Agency	Directorate	Division	Branch	Office symbols
AT - Army TRADOC	DCS, G-8	DCS, G-8 Executive Officer	DCS, G-8, Administrative Office		
	RM				ATRM
		-ZX			ATRM-ZX
			A		ATRM-ZXA

Example of constructing a command (four letter designator) office symbol

ASCC	Agency	Directorate	Division	Branch	Office symbols
ARSO - Army South	Operational Sustainment, G-1	Reserve Affairs Division			ARSO
	HR				ARSO-HR
		-R			ARSO-HRR





Office Symbols



Proper construction of Army Office Symbols	
XXXX-XX	STOP HERE for directorate level office symbols. There CANNOT be a dash after the sixth character
XXXX-XXX	STOP HERE for division level office symbols - if there are no branches - no dash after the seventh character
XXXX-XXX-X	branch level
XXXX-XXX-XX	branch/section level
XXXX-XXX-XXX	branch/section level





Office Symbols

Bottom Line

Office Symbols are needed -

- To ensure regulatory compliance, uniformity, and accurate reflection of organizational alignment. Office symbols are designed to reflect organizational structures and levels of command.
- To identify the office of origin for correspondence.
- To obtain approved office records lists (ORLs) and fully utilize and accurately file and access records in the Army Records Information Management System (ARIMS).
- For standardization, only letters of the alphabet are use in office symbols.





Office Symbols



Links:

<https://www.rmda.army.mil/>

<http://www.apd.army.mil/>

<https://www.rmda.army.mil/AAO/Welcome.aspx>

Contact:

Eve Roberts / 703-428-6435 /

eve.g.roberts.civ@mail.mil



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Usarmy.pentagon.hqda-oaa-ahs.mbx.front-office@mail.mil